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ABSTRACT

Intended for use by high school teachers of vocational home economics in Oklahoma to aid in local planning and developing of a nonrepetitious core curriculum to prepare students for home economics-related occupations and their roles as consumers and homemakers, this curriculum guide covers the entire course program for the high school years. Three major areas are identified and divided into specialized topics as follow: (1) consumer and homemaking programs, which include career exploration, child development, clothing and textiles, consumer education, foods and nutrition, housing and home furnishing, personal and family relationships, and family living; (2) occupational programs, which consist of information on careers in the following fields: foods and nutrition; child development; clothing and textiles; hospitality (i.e., entertainment and recreation, child care, and food services); institutional and home management; and home furnishing, equipment, and services; and (3) special occupational programs, which give an orientation to the world of work and includes introductions to and job possibilities in specific occupational fields such as child development, hospitality, food service, sewing, laundry and dry cleaning, and health. For each of the three main areas a chart is provided showing the teaching sequence of the various subjects which reflects the increasing maturity of the students as they progress to the higher levels. (ELG)

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Scope and Sequence
for
Vocational Home Economics Education
in
Oklahoma

Consumer and Homemaking Programs
Occupational Programs
Special Occupational Programs

CE 017 472

Developed by the Curriculum and Instructional Materials Center
For the Division of Vocational Home Economics Education
Nedra Johnson, State Supervisor
Oklahoma State Board of Vocational and Technical Education
Leslie Fisher, Chairman
Francis T. Tuttle, Director
Bob Patton, Coordinator, Curriculum and Instructional
Materials Center
1975

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This publication was planned and reviewed by:
Home Economics Teachers

Ann Humphrey	Duncan	Carolyn Ames	Mooreland
Beatrice Paul	Chisholm	Barbara Glass	Catoosa
Dana Waggoner	Bixby	Donna Beard	Yukon
Zettie Jones	Cordell	Joyce Sawatzky	Ripley
Linda Boardman	Choctaw	Edna Ruth Mahaffey	Lawton
Wilmaelene Jinks	Grant	Dorothy Harp	Holdenville
Shirley Hann	Ardmore	Wilma Hajek	Medford
Donna Von Tungen	El Reno	Jacqueline Shepherd	Shawnee
Joyce Thomas	Pryor	Marilee Nunnelle	Nowata
Juanita Thomas	Altus	June Gubitz	Clinton
Marcelle Droll	Midwest City	Velta Reed	Washington
Elwanda Duke	Rush Springs	Beverly McCombs	Wewoka
Betty Wilkerson	Jones	Nevalene Selmat	Wakita
Emma Bunyard	Jenks	Bobbie Keeter	Muskogee
Jessie Erwin	Moore	Pat Hurst	Western Heights
Patsy Miller	Stuart	Cheryl Bower	Lone Grove
Ellen Hinkle	Wellston	Janice Williams	Muskogee
Esther Moorhead	Berryhill	Retha Robbins	Byng
Martha Albin	Maud	Merion Cook	Lawton
Ann Porter	Carl Albert, Midwest City	Frances Clark	Boswell
Donna Phillips	Hennessey	Barbara Sheaffer	Hugo
Suzanne Winter	Claremore	Francie Soliday	McAlester
Myrtle Stevens	Eakly	Juanita Walton	Bartlesville
Judy McDowell	Latta	Mary Kersey	Noble
Mary Lee Friels	Empire	Wylene Durrett	El Reno
Carole Scott	Okmulgee	Ann Patterson	Hugo
		Judy Coffey	Ponca City

Teacher Education Staff

Oklahoma State University
Langston University

University of Oklahoma
University of Science and
Art of Oklahoma

PREFACE

Scope and Sequence (1975) for Vocational Home Economics Education in Oklahoma, including consumer and homemaking education and occupational education, has been developed for four reasons. It provides guidance to teachers for local program planning and it will serve as a basis for developing core curriculum guides to meet the challenges and changes affecting the family. Scope and Sequence (1975) will afford instruction for preparing individuals for employment in home economics related occupations. The material will help eliminate repetition and duplication within the total home economics program.

The content includes a chart showing the entire home economics program, and an outline showing levels and subject matter areas. The courses are Home Economics I and II (core curriculum); Home Economics III and IV (in-depth curriculum); Family Living; Child Development Occupations; Food and Nutrition Occupations; Institutional and Home Management; Home Furnishings, Equipment and Services; Clothing and Textiles Occupations; Cooperative Vocational Home Economics Education; Coordinated Vocational Education and Training; Home and Community Services; Occupational Services; and Work Orientation.

This content reflects the increasing maturity of students by identifying basic competencies and building on these throughout the high school years. By the time students complete the senior level the competencies have reached a degree which will provide knowledge and skills required by today's young adults as they simultaneously manage homes, families, and careers. The consumer and homemaking teacher should design a program directed primarily toward the role of managing home and family responsibilities. However, these students should also develop skills which will contribute to opportunities for employment outside the home. Conversely, the occupational home economics education teacher should design a program directed toward employability in home economics skills and related occupations but should also prepare youth for the role of assuming family responsibilities. It is felt that Scope and Sequence (1975) will provide a continuity for the program and a means for standardizing the outline of information taught in the courses.

We express appreciation to the personnel in the Curriculum and Instructional Materials Center for their leadership and to the teachers for their contribution in the development of this material. A special thanks is extended to the administrators as they participated with the home economics division in curriculum development.

Dr. Francis Tuttle
State Director

Miss Nedra Johnson
State Supervisor
Home Economics

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Overview
of
Vocational Home Economics Education
in Oklahoma

7

Consumer and Homemaking Programs *

AREA	HOME ECONOMICS I	HOME ECONOMICS II	Home Economics III and/or IV In-Depth Curriculum	FAMILY LIVING (For Single or Multiple Member Families)
CAREER EXPLORATION	Know Yourself and Home Economics Careers Obtaining a Job	Securing a Job Progress on the Job Success on the Job	Each in-depth unit contains units in occupational preparation for that area	VOCATIONAL PLANNING Securing a Job Planning for a Career Job Success
CHILD DEVELOPMENT	Behavior and Discipline (Guidance) Creative Activities Child Care Services	Guiding the Preschool Child Middle Childhood (6-12 yrs.)	Developmental Child Care Children's Activities Parenting Education The Healthy Child Child Care Occupations	PARENTING EDUCATION Importance of Study of Child Beginning a Family Prenatal Care Birth and Delivery Management of Parent Responsibility - Education of Children Understanding Children
CLOTHING AND TEXTILES	Small Sewing Equipment Getting to Know Your Machine Care of Sewing Machine Operation of the Sewing Machine Prepare the Machine for Sewing Commercial Patterns Construction of a Simple Garment Health and Grooming	Labeling Textiles Buying Clothing Garment Construction	Clothing Selection for the Family Advanced Textiles Clothing Construction Tailoring (optional) Creative Projects Employment in Clothing and Textiles	CLOTHING AND GROOMING Personal Appearance Sewing Machine Basic Construction (teacher's option)
CONSUMER EDUCATION	Personal Income Management of Personal Income Planned Spending	Banking Services Credit Buying Practices	Role of the Individual as a Consumer Family as a Consuming Unit Consumer in the Market Place Consumer Choices in the Market Taxes Consumer Assistance and Protectors	CONSUMER MANAGEMENT OF MONEY Personal Income Managing Personal Income Planned Spending Banking Services Credit Buying Practices

			Consumer and the Law	Financial Security through Insurance Social Insurance Taxes Estate and Will Planning Investments
FOODS AND NUTRITION	Eating Habits Meal Planning Kitchen Utensils and Foods Recipe Use Sanitation Vegetable and Salad Cookery Protein Cookery Starch Cookery Table Service	Meat Identification Nutrition of Meats Consumer Buying of Meats Meat Preparation Yeast Breads Pastry Menu Planning	Nutrition-Relationship of Food to Personal Living Development of Ability in Food Intercultural Significance of Foods Foods, Fads, and Fallacies Consumer Buying of Foods Creative Aspects of Food Preparation Scientific Principles New Developments in Foods and Nutrition Food Preservation Methods Selection and Care of Small Equipment Equipment Careers in Food Service	FAMILY FOOD AND NUTRITION Interrelationship of Health and Nutrition Management of Food Preparation Purchase, Use, and Care of Kitchen Equipment and Utensils
HOUSING AND HOME FURNISHINGS	Personal Living Area Cleaning Supplies and Equipment Color Furniture Arrangement in Personal Living Area Storage in Personal Living Area	Selection of Family Housing and Home Furnishings Room Arrangement	Effects on Housing on People Housing Selection Structure of a House Housing Exteriors Housing Interiors Furnishings Professional and Supportive Careers in Housing and Home Furnishings	HOUSING FOR THE FAMILY Heritage and Trends for the Future Factors Affecting Selection of a Home Analyzing Housing Alternatives Home Finance Home Site Selection Houseplans and Construction Responsibilities in Home Maintenance Furnishings for the Home
PERSONAL AND FAMILY RELATIONSHIPS	Peer Relationships Family Privileges and Responsibilities	Introduction to Adolescence Dating and Mate Selection	Philosophy of Life Self in Relation to Groups Preparation for Marriage Marriage Multi-roles of Family Members	YOUTH NOW-ADULT LATER Personal Development Clarification of Values and Goals Social Development Family--Changing Roles Marriages

CAREER EXPLORATION

Home Economics I

- I. Know yourself and home economics careers
- II. Obtaining a job
 - A. Sources of finding a job
 - B. Steps in obtaining a job
- III. Job success factors

Home Economics II

- I. Securing a job
 - A. Personal appearance tips
 - B. Sources of information
 - C. Interviews
- II. Progress on the job
 - A. Traits of workers
 - B. Steps to aid in advancement
 - C. Development of a program of self-development
- III. Success on the job
 - A. Guidelines for getting acquainted
 - B. Getting along with the boss and fellow workers
 - C. Reasons for holding and losing jobs

CHILD DEVELOPMENT

Home Economics I

- I. Behavior and discipline (guidance)
 - A. Characteristics of children
 - B. Discipline (guidance) problems
- II. Creative activities
 - A. Children's play
 - B. Toys for children
- III. Child care services

Home Economics II

- I. Pre-school guidance
 - A. Developmental tasks
 - B. Characteristics of early childhood
 - C. Play school
- II. Middle childhood (6-12 years)
 - A. General and health needs
 - B. Basic emotional needs
 - C. Intellectual development
 - D. Motor development
 - E. Speech development

Home Economics III and/or IV In-depth Curriculum

- I. Developmental child care
 - A. Introduction to development
 - 1. Developmental stages and tasks of children
 - 2. Needs of children
 - 3. Developmental patterns
 - B. Positive self-image
 - 1. Relationship of self concept to body awareness
 - 2. Activities for developing a positive self-image
 - C. Language development
 - D. Motor development
 - 1. Activities which foster motor development
 - 2. Equipment which fosters development of muscles

- E. Sensory development
 - 1. Types of senses
 - 2. Factors influencing the development of the senses
- F. Concept formation
 - 1. Concepts of children of our culture
 - 2. Sequential development of concepts
 - 3. Concept formation activities
- G. Development of daily living skills
 - 1. Cleanliness and orderliness habits
 - 2. Housing features which influence a child's development
 - 3. Children's clothing
 - 4. Toilet training
- H. Guidance and discipline
 - 1. Elements of an effective guidance program
 - 2. Guidance of a child's conscience
 - 3. Guidelines for disciplining a child

II. Children's activities

- A. Value of play
 - 1. Play during various stages of development
 - 2. Effects of creative play on the child's development
 - 3. Learnings and values of play
- B. Toys
 - 1. Role of toys and play equipment
 - 2. Characteristics of infant's toys and play equipment
 - 3. Play equipment which fosters creativity
 - 4. Toys which can be dangerous for children
- C. Dramatic play
 - 1. Dramatic play materials and equipment
 - 2. Development of dramatic play materials
- D. Art
 - 1. Function of the teacher in creative art activities
 - 2. Characteristics and value of art activities
 - 3. Stages of self expression
 - 4. Guidelines for enhancing creative art activities
- E. Music
 - 1. Selection of children's music
 - 2. Introduction of music to children
 - 3. Musical instruments used with children
 - 4. Construction of musical instrument
- F. Children's literature
 - 1. Criteria for selecting children's books
 - 2. Story telling techniques
 - 3. Value of poetry
- G. Science
 - 1. Methods of discovery
 - 2. Scientific experiments for children

- H. Games
 - 1. Value of games
 - 2. Game selection
 - 3. Supervision of games
 - 4. Safety suggestions for games
 - 5. Selection, construction and leading a game
- I. Enrichment
 - 1. Field trips
 - 2. Values and abuse of television
 - 3. Advantages and disadvantages of various commercial materials
 - 4. Selection of resource people to add enrichment

III. Parenting education

- A. Beginning a family
 - 1. Role and attitude changes with addition of child
 - 2. Family planning
 - 3. Signs and symptoms of pregnancy
 - 4. Financial needs related to becoming a parent
 - 5. Parent roles
- B. Prenatal care
 - 1. Doctor selection
 - 2. Physical development of fetus
 - 3. Facts and fallacies of pregnancy
 - 4. Factors which influence prenatal development
 - 5. Normal discomforts and danger signals during pregnancy
 - 6. Classes available to expectant parents
- C. Birth and delivery of the baby
 - 1. Signs of approaching delivery
 - 2. Labor and delivery
 - 3. Appearance, care and needs of newborn baby
- D. Care of mother
 - 1. Follow-up examination
 - 2. Postpartum blues
 - 3. Care of breasts
 - 4. Time table for postnatal period
- E. Management of parent responsibilities
 - 1. Costs and adjustments
 - 2. Gainful employment of the mother
- F. Infancy
 - 1. Food for the baby
 - 2. Bathing the baby
 - 3. Clothing for the baby
 - 4. Needs of baby which necessitate adjustments in family life
 - 5. Responsibilities important to parent-child relationships

IV. The healthy child

- A. Child nutrition
 - 1. Characteristics of a poorly nourished child
 - 2. Ways to make mealtime pleasant
 - 3. Meals and snacks for the pre-school child

- B. Child health and safety
 - 1. Health practices
 - 2. Removal of common hazards
 - 3. Characteristics of an over-tired child
 - 4. Importance of medical care
 - 5. Care of a sick child
 - 6. Health and safety rules for a child care center
 - 7. First aid
 - 8. Common childhood diseases

V. Child care occupations

- A. Employment in child care occupations
 - 1. Opportunities for employment
 - 2. Qualities needed to work with children
 - 3. Personal satisfactions gained from working with children
 - 4. Educational preparation and training needed for employment

CLOTHING AND TEXTILES

Home Economics I

- I. Small sewing equipment
 - A. Identification
 - B. Use
 - C. Care
- II. Getting to know your machine
 - A. Identification of principle parts
 - B. Purpose of each
- III. Care of sewing machine
 - A. Opening and closing the machine
 - B. Replacement of needle
- IV. Operation of the sewing machine
 - A. Posture at the machine
 - B. Length regulator
 - C. Power control
 - D. Sewing practice
- V. Prepare the machine for sewing
 - A. Construction of simple project
 - B. Orientation to clothing construction
- VI. Commercial patterns
 - A. Pattern envelopes and guide sheets
 - B. Pattern markings
 - C. Marking notches
- VII. Construction of a simple garment
 - A. Fabrics and notions
 1. Compatability of fabric and notions
 2. Selection
 3. Preparation
 - B. Management in construction
 1. Construction terms
 2. Unit construction
 3. Organization of work
 4. Standards
 5. Safety
 - C. Basic construction techniques
 1. Darts
 2. Staystitch
 3. Seams
 4. Zipper--center close
 5. Facings
 6. Sleeve treatment
 7. Hand stitches
 8. Closures

VIII. Health and grooming

- A. Evidences of good health
- B. Care of hair, face and nails
- C. Posture

Home Economics II

I. Labeling

- A. Fabrics
- B. Federal laws
- C. Tags and labels

II. Textiles

- A. Classes of textile fibers
- B. Methods of fabric construction
- C. Characteristics of fabrics and material fibers
- D. Weaves
- E. Blends of fibers
- F. Methods of applying designs

III. Buying clothing

- A. Points to consider when buying clothing
- B. Qualities essential to all garments
- C. Check points for garment workmanship and fit
- D. Differences in cost and performance of self-made and ready-made clothing

IV. Garment construction

- A. Pressing equipment
- B. Special fabrics
- C. Construction techniques

Home Economics III and/or IV In-Depth Curriculum

I. Clothing selection for the family

- A. Factors influencing decisions
 - 1. Social and economic trends
 - 2. Individual and family characteristics
 - 3. Wardrobe planning
- B. Management of family clothing
 - 1. Budget
 - 2. Shopping skills
 - 3. Standards for buying
- C. Clothing and textiles in the economy
 - 1. Selection of ready-to-wear
 - 2. Selection of items for personal construction
 - a. Fabrics
 - b. Patterns
 - c. Notions

II. Advanced textiles

- A. Fiber characteristics
 - 1. Natural
 - 2. Manmade
 - 3. Blends
- B. Fabric construction
 - 1. Woven
 - 2. Knitted
 - 3. Nonwoven
- C. Fabric finishes
 - 1. Appearance
 - 2. Ease of care
- D. Design

III. Clothing construction

- A. Fitting
- B. Alterations
- C. Advanced techniques
 - 1. Sewing with knits
 - 2. Making slacks
 - 3. Speed and production techniques
 - 4. Other construction techniques

IV. Tailoring (optional)

- A. Types of tailoring
- B. Tailoring equipment
- C. Fitting
- D. Construction processes

V. Creative projects

- A. Scraps and remnants
- B. Recycling of garments
- C. Children's wear

VI. Employment in clothing and textiles

- A. Job and career opportunities
- B. Skills and competencies needed
- C. Educational preparation
- D. Display and merchandising

CONSUMER EDUCATION

Home Economics I

- I. Personal income
 - A. Sources of personal income
 - B. Ways to earn money
 - C. Records of personal spending
- II. Management of personal income
 - A. Factors involved in money management
 - B. Decision-making
 - C. Personal money management
- III. Planned spending
 - A. Reasons for using and revising spending plan
 - B. Components of a spending plan
 - C. Effective use of a spending plan

Home Economics II

- I. Banking services
 - A. Making deposits
 - B. Check writing
 - C. Bank statement reconciliation
- II. Credit
 - A. When to use
 - B. Cost of credit
 - C. Truth-In-Lending Act
 - D. Types of credit
- III. Buying practices
 - A. Basic needs
 - B. Choices when buying
 - C. Advertising
 - D. Consumer problems
 - E. Contracts and warranties
 - F. Consumer protection

Home Economics III and/or IV In-Depth Curriculum

- I. Role of the individual as a consumer
 - A. Factors influencing consumer behavior
 - B. Rights of consumer
 - C. Responsibilities of consumer
- II. Family as a consuming unit
 - A. Objectives of consumption
 - B. Family wants and needs
 - C. Purchasing power of family
 - 1. Money income
 - 2. Credit
 - 3. Relationship of career choice to purchasing power
 - 4. Plan for spending and savings
- III. Consumer in the market place
 - A. Competitive markets
 - B. Consumer supply and demand
 - C. Types of retail stores
 - D. Factors affecting prices
 - 1. Kinds of sales
 - 2. Types of retail stores
 - 3. Advertising
 - 4. Season
 - 5. Fashion
 - 6. Supply
 - E. Inducements for buying
- IV. Consumer choices in the market
 - A. Principles of better buymanship
 - B. Guides to spending for goods and services
 - 1. Necessities
 - 2. Transportation
 - 3. Equipment
 - 4. Health
 - 5. Recreation
 - C. Provisions for the future
 - 1. Insurance
 - 2. Savings and investments
 - 3. Social security
 - 4. Public health care services
 - 5. Welfare services
 - 6. Workman's compensation
 - 7. Estate planning

V. Taxes

- A. Forms
- B. Deductions
- C. Sources of help

VI. Consumer assistance and protection

- A. Types of protection agencies
- B. Legislation to protect consumers

VII. Consumer and the law

- A. Contracts
- B. Frauds
- C. Lawyers
- D. Rights of the arrested person
- E. Common problems with civil law

FOODS AND NUTRITION

Home Economics I

- I. Eating habits
 - A. Personal eating habits
 - B. Effects of food on personal characteristics
 - C. Food habits
 - D. Health and your figure
 1. Calories
 2. Exercise
- II. Meal planning
 - A. Basic four
 - B. Nutrients
 - C. Meal planning
- III. Kitchen utensils and tools
 - A. Care of kitchen utensils and tools
 - B. Use and identification of equipment
 - C. Measurement
- IV. Recipe use
 - A. Abbreviations and equivalents
 - B. Components of recipes
- V. Sanitation
 - A. Problems in sanitation
 - B. Hygienic practices
 - C. Precautions in food preparation
- VI. Vegetable and salad cookery
- VII. Protein cookery
 - A. Milk
 - B. Eggs
 - C. Cheese
- VIII. Starch Cookery
 - A. Quick breads
 - B. Cereals
 - C. Flour products
- IX. Table service

Home Economics II

- I. Meats identification
 - A. Bones
 - B. Color characteristics
 - C. Cuts of meats
- II. Nutrition of meats
 - A. Meat in our diets
 - B. Nutrients in meats
- III. Consumer buying of meats
 - A. Buying and storing
 - B. Inspection and grading of meats
 - C. Meat purchasing
 - 1. Cost
 - 2. Selection
 - 3. Care
- IV. Meat Preparation
 - A. Methods of cooking meats and gravy
 - B. Comparison of meats and cooking methods
- V. Yeast breads
 - A. Characteristics
 - B. Food value
 - C. Functions of ingredients
 - D. Preparation
- VI. Pastry
 - A. Ingredients
 - B. Characteristics
 - C. Preparation
- VII. Menu planning
 - A. Appetizing combinations
 - B. Budget meals
 - 1. Time
 - 2. Cost
 - C. Principles of menu planning

Home Economics III and/or IV In-Depth Curriculum

- I. Nutrition-relationship of food to personal living
 - A. Utilization of food by the body
 - B. Nutrients needed for optimum health
 - C. Nutrients for persons with special needs
 1. Children
 2. Convalescent
 3. Elderly
 4. Pregnancy
 - D. Relationship of food handling and processing to nutritive value
 - E. Relationship of food preparation techniques to nutritive value
 - F. Select healthful meals
 1. Cafeteria and restaurant
 2. Fast food establishment
 3. Vending machines
- II. Development of ability in food management
 - A. Meal planning
 - B. Meal preparation and service
 - C. Time and motion studies involving food preparation and service
 - D. Elimination of wastes
 - E. Leftovers
- III. Intercultural significance of foods
 - A. Cultural understanding
 - B. Preparation of foreign and ethnic dishes
 - C. Table settings and appointments
- IV. Food fads and facilities
- V. Consumer buying of food
 - A. Convenience foods
 - B. Packaging
 - C. Cost analysis
 - D. Labeling
- VI. Creative aspects of food preparation
 - A. Outdoor cookery
 - B. Originality
 - C. Meals for two
 - D. Guests
 - E. Teas and receptions
 - F. Gourmet cooking
 - G. Cake decorating
 - H. Beverages
- VII. Scientific principles

VIII. New developments in foods and nutrition

IX. Food preservation methods

- A. Canned food
- B. Frozen food
- C. Jellies
- D. Pickles

X. Selection and care of small equipment

- A. Pots and pans
- B. Cutlery
- C. Table appointments

XI. Careers in food service

- A. Job and career opportunities
- B. Skills and competencies needed
- C. Educational preparation

HOUSING AND HOME FURNISHINGS

Home Economics I

- I. Personal living area
 - A. Care responsibilities
 - B. Schedule of housekeeping tasks
- II. Cleaning supplies and equipment
- III. Color
 - A. Selection and use
 - B. Accessories
- IV. Furniture arrangement in personal living area
 - A. Guidelines
 - B. Safety hazards
- V. Storage in personal living area
 - A. Methods of storage
 - B. Principles of storage

Home Economics II

- I. Selection of family housing and home furnishings
 - A. Home selection
 - B. Home furnishings
- II. Room arrangement
 - A. Principles of design
 - B. Furniture arrangement
 - C. Kitchen arrangement
 - D. Lighting needs
 - E. Simple house plans

Home Economics III and/or IV In-Depth Curriculum

- I. Effects of housing on people
 - A. Living space design
 1. Privacy and respect
 2. Individual needs

3. Psychological illusions of space
4. Self expression
5. Homes of the future
6. Patterns for living

B. Factors influencing housing needs

1. Money
2. Size of family
3. Location
4. Changing needs
5. Societal needs
6. Leisure
7. Resource people

II. Housing selection

A. Housing alternatives

1. Renting
2. Buying
3. Apartment
4. Mobile homes
5. Condominiums
6. Modular
7. Pre-fab
8. Townhouses

B. Home Financing

1. Leasing
2. Insurance
3. Mortgages
4. Loans
5. Continuing costs
6. Property tax

C. Select location for housing

1. Job location
2. Neighborhood
3. Zoning
4. Natural hazards
5. Shopping areas
6. Building codes

D. Floor plan evaluation

III. Structure of a house

A. Unseen qualities in construction

1. Plumbing
2. Heating and cooling
3. Electric wiring

B. Blueprint reading

C. Selection of builder or realtor

IV. Housing exteriors

A. Materials and methods of construction-architectural design

1. Types of designs
2. Cultural influences
3. Outside wall coverings
4. Construction features
5. Care

B. Environmental space planning

1. Safety
2. Security
3. Sanitation
4. Landscaping
 - a. Patios
 - b. Decks
 - c. Outdoor living areas
5. Lighting
6. Utilities

V. Housing interiors

A. Floor coverings

1. Smooth surface flooring
2. Ceramic and slate tiles
3. Wooden
4. Carpet
5. Care

B. Wall treatments

1. Paint
2. Wallpaper
3. Wood
4. Wallboard
5. Cork
6. Care

C. Windows and window treatment

1. Types of windows
2. Purposes of coverings
3. Decorative treatment
 - a. Textile selection
 - b. Styles
 - c. Measurement
4. Care

D. Lighting

1. Types of lighting
 - a. Functional
 - b. Decorative
2. Adequacy
3. Selection and design
4. National electric code
5. Care

VI. Furnishings

- A. Style and construction
 - 1. Types
 - 2. Unseen qualities and construction features
 - 3. Blending of styles
 - 4. Buying
- B. Furniture recycling
 - 1. Antiquing
 - 2. Refinishing
 - 3. Upholstering
 - 4. Appreciation of the old
- C. Accessories
 - 1. Selection
 - 2. Construction
 - 3. Interior gardening
- D. Appliances
 - 1. Selection
 - 2. Care
 - 3. Use and over-use
 - 4. New trends
 - 5. Storage
 - 6. Warranties and maintenance insurance
- E. Care
 - 1. Cleaning
 - 2. Upkeep
- F. Moving
 - 1. Methods of moving and/or storing
 - 2. Procedures for moving

VII. Professional and supportive careers in housing and home furnishings

- A. Careers in housing and home furnishings
 - 1. Job and career opportunities
 - 2. Skills and competencies needed
 - 3. Educational preparation

PERSONAL AND FAMILY RELATIONSHIPS

Home Economics I

- I. Peer relationships
 - A. Selection of friends
 - B. Dating
- II. Family privileges and responsibilities
 - A. Privileges which accompany family living
 - B. Responsibilities which accompany family living

Home Economics II

- I. Introduction to adolescence
 - A. Basic needs and developmental goals
 - B. Personality types and traits
 - C. Components of love
 - D. Qualities in making and keeping friends
 - F. Understanding self and others
- II. Dating and mate selection
 - A. Functions of dating
 - B. Steps in dating
 - C. Characteristics of a desirable date and mate

Home Economics III and/or IV In-Depth Curriculum

- I. Philosophy of life
 - A. Self concept
 - B. Standards
 - C. Values
 - D. Individual roles and responsibilities
- II. Self in relation to groups
 - A. Family
 - 1. Types
 - 2. Functions
 - 3. Understanding interpersonal relationships
 - 4. Values
 - 5. Goals

- B. Community and school
 - 1. Roles within the community
 - 2. Citizenship responsibilities

III. Preparation for marriage

- A. Love relationships
 - 1. Kinds of love
 - 2. Stages of love development
- B. Engagement
 - 1. Function and purpose
 - 2. Etiquette
 - 3. Family planning
 - 4. Engagement crises
- C. Marriage customs and laws
- D. Wedding plans
- E. Honeymoon

IV. Marriage

- A. Successful relationships
- B. Adjustments to make
 - 1. Conflict resolution
 - 2. In-law relationships
 - 3. Religion
 - 4. Mixed marriages
 - 5. Money management
 - 6. Home management
- C. Stresses and crises
 - 1. Death
 - 2. Divorce
 - 3. Loss of job
 - 4. Addition of a family member
 - 5. Illness

V. Multi roles of family members

- A. Occupations related to home and family living

FAMILY LIVING

I. (Use Home Economics I and II Basic Core Curriculum)

- A. Securing a job
 - 1. Sources of available jobs
 - 2. Resume
 - 3. Job application
 - 4. Job interview
- B. Planning for a career
 - 1. Selection of school
 - 2. Cost
 - 3. Requirements
 - 4. Type
 - 5. Financial assistance
- C. Job success--factors for success

II. Parenting education

- A. Importance of study of child development
 - B. Beginning a family
 - C. Prenatal care
 - D. Birth and delivery
 - E. Management of parent responsibility--education of child
 - F. Understanding children
 - 1. Infancy
 - 2. Growth patterns and development of small children
 - a. Play in a child's life
 - b. Self-concept
 - c. Guidance and discipline
- (NOTE: The above units are available in the Child Development In-depth Curriculum)

III. Clothing and grooming

- A. Personal appearance
 - 1. Psychological and social aspects of clothing selection
 - a. Relationship of color and principles of design to wearer
 - b. Suitability to individual and occasion
 - 2. Factors to consider in planning and purchasing clothing
 - a. Clothing needs
 - b. Fashions vs. fads
 - c. Quality and construction
 - d. Labels and brand names
 - e. Cost comparisons
 - f. Fabric characteristics
 - g. Proper fit

- 3. Care of clothing
 - a. Sorting
 - b. Spotting
 - c. Washing and cleaning
 - d. Drying
 - e. Pressing
 - f. Storage
- 4. Repair
 - a. Attach buttons and fasteners
 - b. Mend
 - c. Minor alterations
- B. Sewing machine
 - 1. Consumer selection
 - a. Features
 - b. Cost
 - c. Brands
 - d. Guarantees
 - e. Servicing and service contract
 - 2. Care
 - a. Oiling
 - b. Cleaning
 - c. Minor repairs
 - 3. Use
- C. Basic construction (teacher's option)

IV. Consumer management of money

- A. Personal income
- B. Management of personal income
- C. Planned spending
- D. Banking services
- E. Credit
- F. Buying practices

(NOTE: These areas are developed in Home Economics I and II Core Curriculum)
- G. Financial security through insurance
 - 1. Life
 - 2. Health
 - 3. Auto
 - 4. Property
- H. Social insurance
 - 1. Social security
 - 2. Medicare/Medicade
 - 3. Workman's compensation
- I. Taxes
- J. Estate and will planning
- K. Investments

V. Family food and nutrition

- A. Interrelationship of health and nutrition
 - 1. Basic food groups
 - 2. Essential nutrients
 - 3. Development of good food habits (needs-sources)
 - 4. Snacks
- B. Management of food preparation
- C. Selection of kitchen utensils and equipment
 - 1. Work habits
 - a. Use and care of utensils and equipment
 - b. Safety
 - 1) Appliances
 - 2) Fires
 - 3) Food and equipment
 - 4) Spills
 - 5) Cleaning supplies
 - c. Sanitation
 - 1) Food handling
 - 2) Storage of food
 - 3) Dishwashing
 - 4) Insect and rodent prevention
 - 2. Recipe interpretation
 - a. Cooking terms, abbreviations and equivalents
 - b. Conversion of metric system
 - c. Accurate measurement
 - 3. Consumer purchasing and budgeting
 - a. Labeling
 - b. Comparative shopping
 - c. Storage
 - d. Convenience foods
 - 4. Principles of preparing foods
 - a. Bread and cereals
 - b. Vegetables and fruits
 - c. Meat and other protein foods
 - d. Milk and milk products
 - e. Desserts
 - f. Beverages
 - 5. Simple meals
 - a. Plan
 - b. Prepare meal
 - c. Table setting
 - d. Table etiquette
 - e. Storage
 - 6. Outdoor cookery

VI. Housing for the family

- A. Heritage and trends for the future
 - 1. Styles
 - 2. Influences
 - 3. Future homes

- B. Factors influencing the selection of a home
 - 1. Family life styles
 - 2. Stages in life cycle
 - 3. Needs
 - 4. Values
 - 5. Location
- C. Factors influencing choice of housing
 - 1. Renting
 - 2. Buying
 - 3. Apartment
 - 4. Mobile homes
 - 5. Condominiums
 - 6. Modular
 - 7. Pre-fab
 - 8. Townhouses
- D. Home finance
 - 1. Leasing
 - 2. Insurance
 - 3. Mortgages
 - 4. Loans
 - 5. Continuing costs
 - 6. Property tax
- E. Homesite selection
- F. Houseplans and construction
 - 1. Blueprint reading
 - 2. Areas of living
 - 3. Traffic patterns
 - 4. Storage
 - 5. Electrical wiring
 - 6. Plumbing
 - 7. Heating, ventilation and air conditioning
- G. Responsibilities in the home maintenance
 - 1. Safety
 - 2. Household repairs
 - 3. Housekeeping
- H. Furnishings for the home
 - 1. Furniture styles
 - 2. Furniture quality
 - 3. Fabrics for furniture
 - 4. Furniture selection
 - 5. Window treatment
 - 1. Types
 - b. Construction (teacher's option)
 - 6. Floor coverings

VII. Youth now - adult later

- A. Personal development
 - 1. Who am I
 - 2. Understanding family members
 - a. Heredity
 - b. Environment
 - 3. Friends and peer group relations

- B. Clarification of values and goals
- C. Social development
 - 1. Social etiquette
 - 2. Dating
 - 3. Responsible sex behavior
 - 4. Effect of alcohol, drugs and tobacco
- D. Family-changing roles
- E. Marriage
 - 1. Mate selection
 - 2. Roles
 - 3. Engagement
 - 4. Marriage laws and customs
 - 5. Wedding plans
 - 6. Family planning
 - 7. Marriage adjustments
 - 8. Family crisis

Overview
of
Vocational Home Economics Education
in Oklahoma
Occupational Programs

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FOODS AND NUTRITION	Work Orientation Safety and Sanitation Production Service Purchasing Menu Planning Supervision Securing and Keeping a Job	Note: Because of the variances in the programs in Oklahoma, these units will be taught either in the first or second year. The teacher will use the units as needed in the local situation.
CHILD DEVELOPMENT	Employment Information Parenting Education Developmental Child Care Children's Activities The Healthy Child Working with Special Groups	
	I	II
CLOTHING AND TEXTILE OCCUPATIONS	Fashion Industry Work Orientation History of Costume Principles of Design Elements of Design Language of Fashion Fashion Sketching Pattern Study Fabrics Flat Pattern Design Machine Operation Basic Skills Sewing Maintenance Decorative Sewing Merchandising Display	Retailing (operation of boutique) Human Relations and Self-management Fundamentals of Home Furnishings and Home Design Textiles (in-depth study of fabrics and weaves) Sewing Techniques in Interior Decorating Tailoring Increased Skill in Industrial Sewing Programmed Study Work Experience
		FOOD AND NUTRITION OCCUPATIONS Human Relations Promotion in Food Services

HOSPITALITY CAREERS	Orientation to Course Orientation to Hospitality Industry Safety and Sanitation Food Production Food Service	Purchasing Menu Planning Management HOTEL AND MOTEL OPERATION Front Office Management and Operation Housekeeping CHILD DEVELOPMENT OCCUPATIONS Child Care Center Operation Food Service for Child Care Centers The Healthy Child The Exceptional Child Community Resources Middle Childhood Child Care Administration ENTERTAINMENT AND RECREATION OCCUPATIONS Producing and Planning Sponsoring Directing Engineering Performing Note: Specialized Occupational Areas to be selected by student
EQUIPMENT, FAMILY HOUSING, AND HOME FURNISHINGS OCCUPATIONS	Planning for the Future Job Opportunities Development of Housekeeping Skills Development of Laundry Skills Care of Children Meal Planning, Preparation, and Service Care of Elderly and Disabled Job Success Consumer Education	Human Relations and Management Advanced Techniques in Building and Home Management Refinishing and Upholstering Techniques in Home Nursing Work Experience Specialized Occupational Areas to be selected by student
HOME FURNISHINGS, EQUIPMENT, AND SERVICES	Work Orientation Elements of Design and Furnishings Selection and Arrangement of Accessories Selection of Interior Furnishings and Equipment Construction of Household Articles Industrial Sewing	Orientation Introduction to Upholstery and Draper Workroom Introduction to Housing and Interior Decoration Workroom Introduction to Floral Design Workroom Introduction to Outdoor and Maintenance Service Introduction to Interior Design Studios and Department

FOODS AND NUTRITION OCCUPATIONS (09.0203)

I. Orientation

- A. Food service industry
- B. Role of the food service worker
- C. Human relations
 - 1. Attitude
 - 2. Teamwork
- D. Appearance

II. Safety and sanitation

- A. Use and care of equipment
- B. Responsibility
- C. Facility
- D. Food handling

III. Production

- A. Weights and measures
- B. Recipe use
- C. Properties of heat
- D. Basic principles of cookery
 - 1. Soups and sauces
 - 2. Meats, fish, and poultry
 - 3. Eggs and cheese
 - 4. Vegetables
 - 5. Salads and sandwiches
 - 6. Breads
 - a. Yeast
 - b. Quick
 - 7. Pastries
 - 8. Cakes and icings
 - 9. Spices and flavorings
 - 10. Breakfast cookery
 - 11. Rice and pasta

IV. Service

- A. Cashiering
- B. Serving
- C. Table setting
- D. Hosting

V. Purchasing

- A. Quantity
- B. Seasonal
- C. Pre-prepared items
- D. Control of inventory

VI. Menu planning

- A. Nutrition
- B. Menus
- C. Costing

VII. Supervision

- A. Scheduling
- B. Food service
- C. Records
- D. Relationships with personnel

VIII. Securing and keeping a job

- A. Job application
 - 1. Interviews
 - 2. Applications
 - 3. Resumes
- B. Progress on the job

CHILD DEVELOPMENT OCCUPATIONS (09.0201)

I. Employment information

- A. Child care occupations
 - 1. Opportunities for employment
 - 2. Training and educational preparation
- B. Job orientation
 - 1. Employer-employee relations
 - 2. Application for employment
 - 3. Personal data sheet
 - 4. Interviews
- C. Role of the child care worker
 - 1. Planning schedules
 - 2. Working with parents
 - 3. Other responsibilities
- D. History of early childhood education
- E. Observation of children
 - 1. Guidelines to follow
 - 2. Purposes of observation

II. Parenting education

- A. Beginning a family
 - 1. Role and attitude changes with addition of child
 - 2. Planning a family
 - 3. Signs and symptoms of pregnancy
 - 4. Financial needs related to becoming a parent
 - 5. Parent roles
- B. Prenatal care
 - 1. Doctor selection
 - 2. Physical development of fetus
 - 3. Facts and fallacies of pregnancy
 - 4. Factors which influence prenatal development
 - 5. Normal discomforts and danger signals during pregnancy
 - 6. Classes available to expectant parents
- C. Birth and delivery of the baby
 - 1. Signs of approaching delivery
 - 2. Labor and delivery
 - 3. Appearance, care, and needs of newborn baby
- D. Care of mother
 - 1. Follow-up examination
 - 2. Postpartum blues
 - 3. Care of breasts
 - 4. Time table for postnatal period

- E. Management of parent responsibilities
 - 1. Costs and adjustments
 - 2. Gainful employment of the mother
- F. Infancy
 - 1. Feeding the baby
 - 2. Bathing the baby
 - 3. Clothing the baby
 - 4. Needs of baby which necessitate adjustments in family life
 - 5. Responsibilities important to parent-child relationships

III. Developmental child care

- A. Introduction to development
 - 1. Developmental stages and tasks of children
 - 2. Meeting needs of children
 - 3. Developmental patterns
- B. Development of a positive self-image
 - 1. Relationship of self concept to body awareness
 - 2. Activities
- C. Language development
- D. Motor development
 - 1. Activities
 - 2. Use of equipment
- E. Sensory development
 - 1. Types of senses
 - 2. Factors influencing the development of the senses
- F. Concept formation
 - 1. Concepts of children of our culture
 - 2. Sequential development of concepts
 - 3. Activities
- G. Development of daily living skills
 - 1. Cleanliness and orderliness habits
 - 2. Housing features which influence a child's development
 - 3. Selection and construction of children's clothing
 - 4. Toilet training
- H. Social and emotional development
 - 1. Emotions during stages of development
 - 2. Acceptable outlet of emotions
- I. Guidance and discipline
 - 1. Elements of an effective guidance program
 - 2. Guidance of a child's conscience
 - 3. Guidelines for disciplining a child

IV. Children's activities

- A. Value of play
 - 1. Play during various stages of development
 - 2. Effects of creative play on the child's development
 - 3. Learnings and values of play

- B. Toys
 - 1. Role of toys and play equipment
 - 2. Characteristics of infant's toys and play equipment
 - 3. Play equipment which fosters creativity
 - 4. Toys which can be dangerous for children
- C. Dramatic play
 - 1. Dramatic play materials and equipment
 - 2. Development of dramatic play materials
- D. Art
 - 1. Function of the teacher in creative art activities
 - 2. Characteristics and value of art activities
 - 3. Stages of self expression
 - 4. Guidelines for enhancing creative art activities
- E. Music
 - 1. Selection of children's music
 - 2. Fostering of creativity with music
 - 3. Introducing music to children
 - 4. Musical instruments used with children
 - 5. Constructing a musical instrument
- F. Children's literature
 - 1. Criteria for selecting children's books
 - 2. Story telling techniques
 - 3. Value of poetry
- G. Science
 - 1. Methods of discovery
 - 2. Scientific experiments for children
- H. Games
 - 1. Value of games
 - 2. Game selection
 - 3. Supervision of games
 - 4. Safety suggestions for games
 - 5. Select, construct and lead a game
- I. Enrichment
 - 1. Field trips
 - 2. Values and abuse of television
 - 3. Advantages and disadvantages of various commercial materials
 - 4. Selection of resource people to add enrichment
- J. Career awareness for the preschool child
 - 1. Fundamental concept
 - 2. Goals of career guidance

V. The healthy child

- A. Child nutrition
 - 1. Characteristics of a poorly nourished child
 - 2. Ways to make mealtime pleasant
 - 3. Meals and snacks for the pre-school child

B. Child health and safety

1. Health practices
2. Removal of common hazards
3. Characteristics of an over-tired child
4. Importance of medical care
5. Caring for a sick child
6. Health and safety rules for a child care center
7. First aid
8. Common childhood diseases

VI. Working with special groups

A. Middle childhood

1. Suitable activities
2. Characteristics

B. Exceptional child

1. Types of exceptional children
2. Clinical types of retardation
3. Working with exceptional children

CLOTHING AND TEXTILES OCCUPATIONS I (09.0202)

- I. Fashion industry**
 - A. Opportunities**
 - B. Requirements**
 - C. Benefits**
- II. Orientation**
 - A. Personal development**
 - 1. Grooming**
 - 2. Human relations**
 - B. Job orientation**
 - 1. Resume**
 - 2. Application**
 - 3. Interview**
- III. History of costume**
 - A. Costume development from prehistoric to modern**
 - B. Relationship of modern and historical**
- IV. Principles of design**
 - A. Balance**
 - B. Proportion**
 - C. Rhythm**
 - D. Emphasis**
 - E. Harmony**
- V. Elements of design**
 - A. Line**
 - B. Form**
 - C. Texture**
 - D. Color**
- VI. Language of fashion**
 - A. Terminology**
 - B. Styles**
- VII. Fashion sketching**
 - A. Figure sketching**
 - B. Apparel designing**

VIII. Pattern study

- A. Basic pattern
- B. Markings
- C. Adjustment
- D. Grading

IX. Fabrics

- A. Basic characteristics
- B. Selection
- C. Costing
- D. Care in construction

X. Flat pattern design

- A. Dart relocation
- B. Adding fullness
- C. Reducing fullness
- D. Converting darts to tucks or gathers
- E. Sleeve variations
- F. Neckline and collar variations

XI. Machine operation

- A. Safety
- B. Operation of industrial and domestic sewing machine
- C. Care and adjustment
- D. Production project

XII. Basic skills

- A. Pattern selection, alteration and use
- B. Use of equipment
- C. Sewing skills
- D. Special techniques
- E. Men's wear

XIII. Sewing maintenance

- A. Care
- B. Renovation
- C. Alterations

XIV. Decorative sewing

XV. Merchandising

- A. Cost processing
- B. Sales tickets
- C. Shoplifting prevention
- D. Salesmanship
- E. Stockkeeping
- F. Sales promotion

XVI. Display

- A. Interior display
 - 1. Wall
 - 2. Island
 - 3. Table
- B. Window display
- C. Suspended display

FASHION MERCHANDISING, CLOTHING PRODUCTION II (09.0202)

- I. Retailing (operation of boutique)
- II. Human relations and self management
- III. Fundamentals of home furnishing and interior design
- IV. Textiles (In-depth study of fabrics and weaves)
- V. Sewing techniques in interior decorating
 - A. Draperies
 - B. Slip covers
 - C. Accessories
 - D. Bedspreads
- VI. Tailoring
 - A. Sewing with knits
 - B. Children's clothing
 - C. Women's clothing
 - D. Men's clothing - tailored sports jacket
- VII. Increased skill in industrial sewing
 - A. Time-saving techniques
 - B. Quantity production
 - C. Quality control

VIII. Programmed study (to be selected by the student) may be selected from areas of:

- A. Merchandising
- B. Interior decorating
- C. Pattern design
- D. Fitting and alterations
- E. Custom dressmaking
- F. Advanced drapery making

IX. Work experience

HOSPITALITY OCCUPATIONS I
Foods and Nutrition Occupations (09.0203)

I. Orientation

- A. Course organization and content
- B. Personal development
- C. Leadership development through FHA-HERO

II. Orientation to the hospitality industry

- A. Introduction to the hospitality careers
 - 1. Food production
 - 2. Hotel-motel operations
 - 3. Child care
 - 4. Entertainment and recreation
- B. Human relations
 - 1. Attitude
 - 2. Teamwork
- C. Personal appearance
- D. Economics and professionalism
- E. Securing a job
 - 1. Resumes
 - 2. Applications
 - 3. Interviews
 - 4. Employee-employer relations
 - 5. Opportunities for employment advancement
 - 6. Training and educational preparation
 - 7. Personal money management

III. Safety and sanitation

- A. Use and care of equipment
- B. Personal
- C. Facility
- D. Food handling

IV. Food production

- A. Use of equipment
- B. Weights and measures
- C. Recipe use
- D. Principles of fast food cookery

V. Food service

- A. Greeting the guest
- B. Table setting
- C. Order taking
- D. Order preparation
- E. Table service
- F. Guest check
- G. Cashier
- H. Side work and pantry work
- I. Counter, cafeteria and drive-in service
- J. Room service

HOSPITALITY OCCUPATIONS II
Other Occupational Preparation (09.0299)

(NOTE: Specialized occupational areas to be selected by the student.)

FOOD AND NUTRITION OCCUPATIONS (09.0203)

- I. Human relations
 - A. Management
 - B. Work experience
- II. Food service promotion
 - A. Goals
 - B. Promotion
 - 1. Personal
 - 2. Business
 - C. Publicity
 - D. Advertising
 - E. Customer relations
- III. Purchasing
 - A. Quantity
 - B. Seasonal
 - C. Prepared items
 - D. Control of inventory
- IV. Menu planning
 - A. Nutrition
 - B. Types of food service and their menu requirement
 - C. Menu forms
 - D. Menu planning
 - E. Relation of menu planning to equipment
 - F. Costing
- V. Management
 - A. Scheduling
 - B. Food service
 - C. Record keeping
 - D. Relationships with personnel

HOTEL AND MOTEL OPERATION (09.0299)

I. Hotel front office management and operation

- A. Hotel world
- B. Salesmanship
- C. Registration procedures
- D. Special events
- E. Accounting records
- F. Communications

II. Housekeeping department

- A. Responsibilities
- B. Special duties
- C. Staff relationships
- D. Related areas of operation

CHILD DEVELOPMENT OCCUPATIONS (09.0201)

I. Child care center operation

II. Food service for child care centers

III. The healthy child

- A. Child nutrition
- B. Child health and safety

IV. Exceptional child

V. Community resources

VI. Middle childhood

VII. Child care administration

ENTERTAINMENT AND RECREATION OCCUPATIONS

I. Producing and planning

II. Sponsoring

III. Directing

IV. Engineering

V. Performing

EQUIPMENT, FAMILY HOUSING AND HOME FURNISHINGS OCCUPATIONS
Institutional and Home Management and Supporting Services (09.0205)

I. Planning for the future

- A. Job outlook
- B. Self-awareness
- C. Development of leadership ability through FHA-HERO

II. Job opportunities

A. Hotels and motels

- 1. Maid
- 2. Assistant housekeeper
- 3. Executive housekeeper
- 4. Linen supply room attendant
- 5. Laundry worker
- 6. Inspector
- 7. Manager
- 8. Silver polisher
- 9. Ironer
- 10. Bell hop

B. Hospitals and other medical institutions

- 1. Executive housekeeper
- 2. Assistant housekeeper
- 3. Office clerk
- 4. Maid
- 5. Custodian
- 6. Nurse assistant
- 7. Rest home assistant
- 8. Companion to elderly
- 9. Companion to disabled
- 10. Therapist attendant in health spa

C. Dormitories and university employees

- 1. Housekeeper
- 2. Executive housekeeper
- 3. Custodial helpers
- 4. Receptionist

D. Business places

- 1. Maid
- 2. Housing project manager
- 3. Office assistant
- 4. Coin dry cleaning assistant
- 5. Apartment house maintenance manager
- 6. Host-hostess
- 7. Receptionist
- 8. Clerk
- 9. State maintenance or custodial service person

E. Private homes

1. Housekeeper
2. Homemaker's assistant
3. Visiting homemaker
4. Professional home manager
5. Certified home assistant
6. Full or part-time maid
7. Baby sitter

III. Developing housekeeping skills

A. Use and care of equipment and supplies

1. Dry vacuum cleaners
2. Wet vacuum cleaners
3. Electric or hand brooms
4. Wet and dry mops
5. Floor machines
6. Rug scrubber and floor cleaner

B. Basic cleaning supplies, procedures and management practices

1. Soaps and detergents
2. Special cleaners and abrasives
3. Disinfectants and germicidal agents
4. Other sanitary supplies
5. Vacuuming and shampooing carpets and rugs
6. Cleaning basic floors
7. Stain removal
8. Cleaning walls
9. Cleaning furniture
10. Cleaning glass surfaces

C. Sanitation, disinfection and pest control

1. Infection control
2. Accident prevention
3. Fire prevention

D. Work simplification and motion economy

1. Good posture
2. Good use of body mechanics
3. Organize tools and supplies
4. Comfortable clothing

E. Safety practices with equipment and supplies

1. Common accidents
 - a. Falls
 - b. Fire
 - c. Sprains and strains
 - d. Burns
 - e. Chemicals
 - f. Cuts, bumps, bruises
 - g. Fume inhalation
 - h. Falling objects

2. Safety practices
 - a. Use and care of electrical equipment
 - b. Care of cleaning equipment
 - c. Use and storage of household cleansers and detergents
 - d. Appropriate fire protection and control

IV. Development of laundry skills

- A. Laundry equipment, products and procedures
 1. Types of laundry equipment
 - a. Washers
 - 1) Top loading automatic
 - 2) Front load automatic
 - 3) Combination washer-dryer
 - 4) Wringer washer
 - b. Ironing equipment
 - 1) Hand irons
 - 2) Automatic ironers and mangles
 - 3) Ironing board or table
 2. Laundry products
 - a. Soaps and detergents
 - b. Bleaches
 - c. Water softeners
 - d. Starches
 - e. Bluening
 3. Stains and spotting
 4. Sorting
 5. Pre-treating

V. Care of children

- A. Developmental tasks
- B. Characteristics of children at various ages
- C. Mealtime
- D. Bathing and dressing
- E. Sleep, rest, exercise
- F. Emotional needs
- G. Discipline
- H. Safety precautions
- I. Play activities

VI. Meal planning, preparation and service

- A. Nutrition
- B. Meal planning
- C. Importance of sanitation
- D. Safety practices in food preparation
- E. Shopping know how
- F. Storing food

- G. Preparation and meal service
 - 1. Language of cooking
 - 2. Kitchen tools and equipment
 - 3. Principles of cooking
 - 4. Table setting and service

VII. Care of the elderly and disabled

- A. Characteristics associated with aging
 - 1. Physical infirmities
 - 2. Decrease in mental alertness
- B. Physical and emotional needs of the aged
- C. Special health needs
- D. Help needed by the elderly

VIII. Job success

- A. Getting a job
 - 1. Interview
 - 2. Application
 - 3. Interview
 - 4. Resume
- B. Human relations
 - 1. Teamwork
 - 2. Attitude
- C. Personal appearance
 - 1. Cleanliness
 - 2. Clothing selection
 - 3. Posture and physical fitness
- D. Employer-employee relations
- E. Progress on job

IX. Consumer education

- A. Buymanship
- B. Budget
- C. Credit
- D. Banking

HOUSING MANAGEMENT AND MAINTENANCE II

- I. Human relations and management
- II. Advanced techniques in building and home management
- III. Refinishing and upholstering
- IV. Techniques in home nursing

V. Work experience

VI. Specialized occupational areas to be selected by the student

EQUIPMENT, FAMILY HOUSING AND HOME FURNISHINGS OCCUPATIONS
Home Furnishings, Equipment and Services I (09.0204)

I. Orientation

- A. Employment opportunities
- B. Personal qualities and abilities
- C. Customer-employee relationships
- D. Leadership development through FHA-HERO

II. Elements of design in furnishings

- A. Space
- B. Line
- C. Form
- D. Mass
- E. Texture
- F. Color

III. Selection and arrangement of accessories

- A. Pictures
- B. Wall hangings
- C. Mirrors
- D. Books
- E. Wood Carvings
- F. Plants and Flowers
- G. Lamps
- H. Ceramics
- I. Sculpture
- J. Pillows

IV. Selection of interior furnishings and equipment

- A. Furniture
- B. Floor coverings
- C. Lighting fixtures
- D. Household linens
- E. Tableware
- F. Kitchen equipment

V. Construction of household articles

- A. Decorative pillows
- B. Curtains and simple draperies
- C. Wall decorations

VI. Industrial sewing

- A. Use of industrial machines
- B. Construction of household articles
- C. Job availability

HOME FURNISHINGS, EQUIPMENT, AND SERVICES II

- I. Orientation
- II. Introduction to upholstery and drapery workroom
 - A. Construction of draperies, bedspreads, slipcovers
 - B. Furniture upholstery
 - C. Wood renovation
- III. Introduction to housing and interior decoration workroom
 - A. Wallpapering
 - B. Painting
 - C. Wiring lamps
 - D. Repair of small appliances
- IV. Introduction to floral design workroom
 - A. Construction of floral arrangements
 - B. Care of fresh flowers and plants
 - C. Customer assistance
 - D. Maintenance of housekeeping in the shop
- V. Introduction to outdoor and indoor maintenance service
 - A. Lawn care
 - B. Plant care
 - C. Rug and carpet cleaning
 - D. Housecleaning
- VI. Introduction to interior design studios and departments
 - A. Customer assistance
 - 1. Wall treatments
 - 2. Floor coverings
 - 3. Fabrics and accessories
 - B. Window display

Overview
of
Vocational Home Economics Education
in Oklahoma
Special Occupational Programs

I

II

COOPERATIVE VOCATIONAL HOME ECONOMICS EDUCATION	Orientation Employment Personal Development and Job Success Employee Relations Communications Financial Management Insurance On-the-job Training and Individual Skill Training Individual study	Review Course Organization and Content Personal Development and Job Success Adjustment in Working Problem Solving Health and Physical Fitness Civic Responsibilities Personal Management Understanding Our Economy Planning the Future Basic Skills for Employability
COORDINATED VOCATIONAL EDUCATION AND TRAINING HOME AND COMMUNITY SERVICES	Self-Awareness Introduction to Occupations in Child Development Introduction to Occupations in Hotel, Motel, and Building Operations and Maintenance Introduction to Occupations in Food Service Introduction to Occupations in the Sewing Industry Introduction to Occupations in the Laundry and Dry Cleaning Businesses Introduction to Occupations in the Health Field Job Success Personal Money Management	Planning for the Future Exploring Jobs in Child Development Exploring Jobs in Hospitality Industry Exploring Jobs in Food Service Industry Exploring Jobs in the Sewing Industry Exploring Jobs in the Laundry and Dry-Cleaning Industry Exploring Jobs in the Health Field Personal Development Money Management
OCCUPATIONAL SERVICES	Planning for the Future Job Opportunities Job Success Skills Requirements World of Work Consumer Education	The second year's study is based on the student's individual abilities and interests with emphasis on individualized study
	First Semester	Second Semester
WORK ORIENTATION	World of Work and Tomorrow's Jobs Exploring the Occupational World Influences on Career Planning	Orientation Employment Personal Development Employee Relations Communications Financial Management Insurance

COOPERATIVE HOME ECONOMICS EDUCATION I
Other Occupational Preparation (09.0299)

I. Orientation

- A. Course organization and content
 - 1. Employment certificate
 - 2. Training plan
 - 3. Job evaluation procedure
 - 4. Social Security
 - 5. Record keeping
 - 6. Individual study
 - 7. Labor laws and information
- B. Future Homemakers of America - Home Economics Related Occupations
 - 1. Organization
 - 2. Eligibility
 - 3. Activities

II. Employment

- A. Finding jobs
 - 1. Newspaper
 - 2. Personal contacts
 - 3. Employment agencies
 - 4. Business contacts
- B. Landing the job
 - 1. Letter of application
 - 2. Resume
 - 3. Application
 - 4. Employment test
 - 5. Interviews
 - a. Personal
 - b. Telephone
- C. Advancement
 - 1. Attitudes
 - 2. Additional education (training)
 - 3. Relationships
 - a. Employee-employer
 - b. Employee-employee
 - c. Employee-customer
- D. Termination of employment
 - 1. Job resignation
 - a. Letter of resignation
 - b. Prior notice
 - 2. Leave of absence
 - 3. Unexpected termination

III. Personal development and job success

- A. Grooming
- B. Wardrobe
- C. Voice and expression
- D. Positive attitude
- E. Personality

IV. Employee relations

- A. Customs and policies
- B. Employee benefits
- C. Ways to help the company

V. Communications

- A. Written
 - 1. Interoffice
 - 2. Orders
 - 3. Letters
- B. Telephone
- C. Verbal
- D. Non-verbal

VI. Financial management

- A. Budgeting
- B. Banking services
 - 1. Credit
 - 2. Savings and investments

VII. Insurance

- A. General information
- B. Automobile
- C. Health
- D. Life
- E. Social Security

VIII. On-the-job training and individual skill training

- A. Job description and analysis
- B. Employer-employee teacher communication
- C. Individual study according to analysis

IX. Individual study

- A. Area of study
- B. Statement of purpose for project

- C. Reasons for selection of project
- D. Scope of project
- E. Explanation of procedures
- F. Evidence data
- G. Results and conclusions
- H. Evaluation of projects by teacher and student

COOPERATIVE HOME ECONOMICS EDUCATION II
Other Occupational Preparation (09.0299)

- I. Review course organization and content
 - A. Training plan
 - B. Job evaluation
 - C. Job records
 - D. Labor laws
 - E. Employment certificate
- II. Personal development and job success
 - A. How to compensate for inexperience and youth
 - B. Positive attitude--patience and releasing frustrations
 - C. Pleasing personality
 - D. Analysis of personal assets and liabilities
- III. Adjustments in working
 - A. Role of working person
 - 1. As parent
 - 2. As spouse
 - 3. As single
 - B. Review of relationships
 - 1. Employee-employer
 - 2. Employer-employee
 - 3. Employee-customer
- IV. Problem solving
 - A. Logical thinking
 - B. Steps in problem solving
 - C. How to accept problems and responsibilities
 - D. Maturity in problem solving
 - E. Decision making
- V. Health and physical fitness
 - A. Mental health and emotional stability--job stress
 - B. Physical fitness
 - C. Good nutrition
- VI. Civic responsibilities
 - A. Rights and duties
 - B. Community activities and organizations

VII. Personal management

- A. Manage time and energy (school, job, leisure)
- B. Management of personal income
 - 1. Budgeting
 - 2. Credit--importance of good rating
 - 3. Consumer education
 - 4. Savings and investments--review
 - 5. Payroll deductions and paychecks

VIII. Understanding our economy

- A. Taxation
 - 1. Its importance
 - 2. Completing forms
- B. Review social security
- C. Labor unions

IX. Planning the future

- A. Vocational opportunities in home economics
- B. Choice of vocation
- C. Different educational needs
- D. How to progress in a vocation

X. Basic skills for employability

- A. Ten key adding machine
- B. Salesmanship
- C. Display and promotion
- D. Show card painting

COORDINATED VOCATIONAL EDUCATION AND TRAINING
HOME AND COMMUNITY SERVICES
Other Occupational Preparation (09.0299)

I. Self awareness

- A. Acceptance of self
 - 1. Talents and interests
 - 2. Strength and limitations
 - 3. Grooming
 - 4. Suitable clothing for the job
- B. Developing leadership through FHA-HERO
- C. Multiple roles
 - 1. Student
 - 2. Wage earner
 - 3. Family member
 - 4. Community citizen
 - 5. Volunteer

II. Introduction to occupations in child development

- A. Orientation
 - 1. Employment opportunities
 - 2. Role of the child care worker
- B. Infant care
- C. Guidance and discipline
- D. Physical and motor development
- E. Social and emotional development
- F. Creative activities
 - 1. Toys
 - 2. Art
 - 3. Literature
 - 4. Games
 - 5. Music
- G. Tots at the table
 - 1. Food attitudes
 - 2. Nutrition
 - 3. Preparation
 - 4. Serving

III. Introduction to occupations in hotel, motel and building operations and maintenance

- A. Orientation
 - 1. Employment opportunities
 - 2. Responsibility of workers
- B. Front of the house operations
 - 1. Reservations
 - 2. Checking customers in and out
 - 3. Switchboard operation
 - 4. Care of pets
- C. Scheduling of cleaning tasks

- D. Cleaning equipment and supplies
 - 1. Identification
 - 2. Use and care
 - 3. Storage
- E. Housekeeping
 - 1. Bedmaking
 - 2. Window cleaning
 - 3. Care of wood furniture
 - 4. Care of upholstered furniture
 - 5. Linoleum or vinyl floor cleaning
 - 6. Care of wood floors
 - 7. Carpet care
 - 8. Bathroom care
 - 9. Kitchen cleaning
- F. Safety hazards
 - 1. Recognition
 - 2. Correction
- G. Electrical repairs
 - 1. Lamp socket
 - 2. Heater plug
 - 3. Service cords
- H. Minor plumbing repairs
 - 1. Replacement of washer in faucet
 - 2. Toilet tank repair
- I. Plant care
 - 1. Outside
 - 2. Inside

IV. Introduction to occupations in food service

- A. Orientation
 - 1. Employment opportunities
 - 2. Responsibilities of workers
- B. Sanitation
 - 1. Personal
 - 2. Facility
 - 3. Practices and precautions
- C. Safety
 - 1. Purpose
 - 2. Practices and procedures
 - 3. Use of hand tools
 - 4. Use of large equipment
- D. Kitchen equipment (major and small)
 - 1. Identification
 - 2. Use and care
 - 3. Storage
- E. Recipe use
 - 1. Weights and measures
 - 2. Equivalents and substitutions

F. Operation of a fast food establishment

1. Purchasing
2. Preparation
3. Service
4. Clean up
5. Profit and loss

V. Introduction to occupations in sewing industry

A. Orientation

1. Employment opportunities
2. Responsibilities of workers

B. Small sewing equipment

1. Use and care
2. Safety

C. Getting to know your machine (domestic and industrial)

1. Identification
2. Purposes of machine parts

D. Care of the sewing machine

E. Operating the sewing machine--unthreaded

1. Use and care (domestic and industrial)
2. Safety

F. Preparation of machine for sewing (domestic and industrial)

1. Bobbin winding
2. Threading (upper and lower)
3. Test stitching

G. Preparation of cloth for cutting

1. Textile terminology
2. Thread perfect
3. Shape perfect

H. Use of commercial patterns

1. Pattern envelope
2. Guide sheet
3. Pattern symbols and markings

I. Beginning construction (using assembly line techniques)

1. Measuring
2. Cutting
3. Stitching

J. Merchandising

VI. Introduction to occupations in laundry and dry cleaning businesses

A. Orientation

1. Employment opportunities
2. Responsibilities of workers

B. Dry cleaning

1. Sorting
2. Marking
3. Spotting
4. Repairing
5. Cleaning
6. Finishing
7. Inspecting

- C. Pressing
- D. Laundry
 - 1. Sorting
 - 2. Spotting
 - 3. Repairing
 - 4. Washing and drying
 - 5. Finishing

VII. Introduction to occupations in the health field--orientation

- A. Employment opportunities
 - B. Responsibilities of workers
- (NOTE: Refer to health occupations curriculum for further information)

VIII. Job success

- A. Personal appearance
- B. Human relations
 - 1. Teamwork
 - 2. Attitudes
- C. Applications
- D. Interviews

IX. Personal Money Management

- A. Personal income
 - 1. Source of income
 - 2. Part-time job opportunities
 - 3. Record keeping
- B. Managing personal income
 - 1. Influence of personal spending
 - 2. Need for managing
- C. Planned spending
 - 1. Purpose
 - 2. Components of spending
 - 3. Revision of spending
- D. Credit
 - 1. Definition
 - 2. Eligibility
 - 3. Maintaining credit rating
 - 4. Types of credit

COORDINATED VOCATIONAL EDUCATION AND TRAINING
HOME AND COMMUNITY SERVICES
Other Occupational Preparation (09.0299)

I. Planning for the future

- A. World of work
- B. Self-awareness
 - 1. Interests
 - 2. Aptitudes

II. Exploring jobs in child development

- A. Job outlook
- B. Job tasks related to employment in child care
- C. Skills that relate to aptitudes and interests
- D. Job training for child care worker
 - 1. Importance
 - 2. Types
 - 3. Availability
- E. Introduction to developmental child care
 - 1. Self concept
 - 2. Language
 - 3. Motor
 - 4. Sensory
 - 5. Concept formation
 - 6. Daily living skills
 - 7. Social and emotional
- F. Guidance

III. Exploring jobs in the hospitality industry

- A. Job outlook
- B. Job tasks related to employment in hospitality industry
- C. Skills that relate to interest and aptitudes
- D. Job training for hospitality workers
 - 1. Importance
 - 2. Types
 - 3. Availability
- E. Development of hospitality attitudes
 - 1. Living and working together
 - 2. Extending hospitality to guests
- F. Lodging industry
 - 1. Lodging services
 - 2. Housekeeping
 - 3. Catering
 - 4. Maintenance and repair

G. Entertainment and recreation industry

1. Providing recreation
 - a. Services
 - b. Facilities
2. Providing entertainment

H. Travel convenience industry

1. Services provided
2. Types of travel

IV. Exploring jobs in the food service industry

A. Job outlook

B. Job tasks related to employment in food service industry

C. Skills that relate to interests and aptitudes

D. Job training for food service workers

1. Need
2. Types
3. Availability

E. Types of food service establishments

1. Fast foods
2. Cafeterias
3. Institutional
4. Restaurants

F. Basic cookery

1. Factors determining quality
2. Preparation techniques
3. Production techniques
4. Portioning techniques
5. Clean-up

G. Customer service

1. Hosting
2. Table preparation
3. Serving guests
4. Bussing
5. Cashiering

V. Exploring jobs in the sewing industry

A. Job outlook

B. Job task related to employment in the sewing industry

C. Skills related to aptitudes and interests

D. Job training for sewing industry workers

1. Importance
2. Types
3. Availability

E. Types of sewing related business and industry

1. Apparel manufacturers
 - a. Power sewing machine operators
 - b. Pattern makers
 - c. Custom sewing
2. Custom sewing
3. Crafts and decorative items
4. Home furnishings
5. Sales

F. Construction techniques

1. Management
2. Organization
3. Textile use
4. Pattern use
5. Basic construction techniques
6. Fitting and altering
7. Pressing

G. Assembly line production

1. Steps in sewing production
2. Time saving techniques

H. Customer relationship

1. Personal qualities and attitudes
2. Sales techniques
3. Records

VI. Exploring jobs in the laundry and dry cleaning industry

A. Job outlook

B. Job tasks related to employment in laundry and dry cleaning business

C. Skills that relate to interests and aptitudes

D. Job training for laundry and dry cleaning workers

1. Importance
2. Types
3. Availability

E. Skills to be developed

1. Classification and marking
2. Laundrying
3. Drycleaning
4. Pressing and finishing
5. Bagging and storing
6. Mending
7. Customer relations

F. Specialized skills to be developed for working with dry cleaning and laundry business

1. Alterations
 - a. Techniques
 - b. Garment repairs
 - c. Alteration of men and women's clothing
2. Packing and storing
 - a. Supplies
 - b. Seasonal storage

VII. Exploring jobs in the health field

- A. Job outlook
- B. Job task related to employment in health field
- C. Skills related to aptitudes and interests
- D. Job training for health field jobs
 - 1. Importance
 - 2. Types
 - 3. Availability
- E. Types of health related facilities
 - 1. Nursing homes
 - 2. Hospitals
 - 3. Private homes
 - 4. Doctor's offices and clinics

(NOTE: Refer to health occupations curriculum for information relating to skill development in this area.)

VIII. Personal development

- A. Appearance
- B. Communications
- C. Employer-employee relations
- D. Employee-customer relations
- E. Employee-employment relations

IX. Money management

- A. Buymanship
- B. Budgeting
- C. Banking
- D. Credit

OCCUPATIONAL SERVICES
Other Occupational Preparation (09.0299)

I. Planning for the future

- A. Job outlook
- B. Self awareness

II. Job opportunities

- A. Housekeeping services
 - 1. Motel-hotel
 - 2. Private homes
 - 3. Nursing homes
 - 4. Hospitals
 - 5. Business and industry
- B. Child care
 - 1. Head start
 - 2. Day care centers
 - 3. Churches
 - 4. Babysitting services
 - 5. Family day care
- C. Clothing and commercial sewing
 - 1. Alteration shops
 - 2. Laundries
 - 3. Dry cleaning establishments
 - 4. Decorator services
 - 5. Department stores
 - 6. Needle trade industry
- D. Food
 - 1. Fast foods
 - 2. Nursing homes
 - 3. Private homes
 - 4. Hospitals
 - 5. Restaurants
 - 6. Cafeteria
- E. Health care
 - 1. Nursing homes
 - 2. Hospitals
 - 3. Private care
- F. Horticulture
 - 1. Greenhouse
 - 2. Nursery
 - 3. Florist
 - 4. Private or public grounds

III. Job success

- A. Personal appearance
 - 1. Cleanliness
 - 2. Clothing selection
 - 3. Posture and physical fitness
- B. Human relations
 - 1. Attitudes
 - 2. Teamwork
- C. Family relations
- D. Money management

IV. Skill requirement

- A. Housekeeping services
 - 1. Equipment identification
 - 2. Cleaning supplies
 - 3. Use and care of equipment and supplies
 - 4. Schedules
 - 5. Housekeeping tasks
 - a. Bedmaking
 - b. Floors
 - c. Walls
 - d. Furniture
 - 1) Fabric
 - 2) Wood
 - e. Bathrooms
 - f. Kitchen
- B. Child care
 - 1. Basic growth and development
 - 2. Food for children
 - 3. Toys and games
 - 4. Physical care
- C. Clothing and commercial sewing
 - 1. Alterations
 - a. Hems
 - b. Buttons
 - c. Mending
 - 2. Cleaning
 - a. Sorting
 - b. Spotting
 - c. Cleaning
 - d. Inspecting
 - 3. Pressing
 - 4. Laundry
 - a. Sorting
 - b. Spotting
 - c. Repairing
 - d. Washing
 - e. Finishing

- 5. Window treatment
- 6. Upholstery
- 7. Refinishing
- 8. Industrial sewing
- D. Food
 - 1. Meal service
 - 2. Short order preparation
 - 3. Sanitation
 - 4. Safety
 - 5. Use and care of equipment
- E. Health care
 - 1. Bedmaking
 - a. Occupied
 - b. Unoccupied
 - 2. Patient care
 - a. Bathing
 - b. Feeding
- F. Horticulture
 - 1. Planting mediums
 - 2. Care and feeding of plants
 - 3. Plant identification
 - 4. Garden planting and care
- V. World of work
 - A. Job application
 - B. Employee-employer relation
 - C. Progress on the job
- VI. Consumer education
 - A. Buymanship
 - B. Budgets
 - C. Credit
 - D. Banking
 - E. Savings

The second year's study is based on the students' individual abilities and interests with emphasis on individualized study.

WORK ORIENTATION
Other Occupational Preparation (09.299)

I. World of work and tomorrow's jobs

- A. Value of work to the individual
- B. Appraisal of employment (careers) opportunity--survey of local area (75 miles)
- C. Development of leadership ability through FHA-HERO

II. Exploring occupational world

A. Subject matter clusters

Examples:

- 1. Science
- 2. Math
- 3. Social studies
- 4. English
- 5. Business
- 6. Physical education
- 7. Home economics
- 8. Industrial
- 9. Agriculture
- 10. Music

B. Develop in-depth study of clusters

- 1. Education
- 2. Income
- 3. Physical requirements
- 4. Family background
- 5. Social status

C. Expansion of job clusters

- 1. Speakers
- 2. Field trips
- 3. Films
- 4. Shadowing
- 5. Interviews
- 6. Hands-on experiences

III. Influences on career planning

A. Sources of influence

- 1. Family
- 2. Friends
- 3. Teachers
- 4. Media

B. Assessment of abilities, aptitude, interest

- 1. Testing
- 2. Self-analysis

- C. Vocational alternatives
 - 1. Entry level
 - 2. On-job training
 - 3. Technical training
 - 4. College
 - 5. Government program

IV. Employment

- A. Finding jobs
 - 1. Newspaper
 - 2. Personal contacts
 - 3. Employment agencies
 - 4. Business contacts
- B. Landing the job
 - 1. Letter of application
 - 2. Resume
 - 3. Applications
 - 4. Employment test
 - 5. Job interview
 - a. Personal
 - b. Telephone
- C. Advancement on the job
 - 1. Attitude
 - 2. Additional education (training)
 - 3. Relationships
 - a. Employee-employer
 - b. Employee-employee
 - c. Employee-customer
 - 4. Work habits
- D. Termination of employment
 - 1. Job resignation
 - a. Letter of resignation
 - b. Prior notice
 - 2. Leave of absence
 - 3. Unexpected termination (firing-moving-transfers)

V. Personal development and job success

- A. Grooming
- B. Wardrobe
- C. Voice and expression
- D. Positive attitude
- E. Personality
- F. Work habits

VI. Employee Relations

- A. Understanding customs and policies
- B. Employee benefits
- C. Ways to help the company or business

VII. Communications

- A. Written
 - 1. Inter-office
 - 2. Orders
 - 3. Letters
- B. Telephone
- C. Verbal
- D. Non-verbal

VIII. Financial management

- A. Budgets
- B. Banking services
 - 1. Credit
 - 2. Savings and investments
- C. Insurance
 - 1. General information
 - 2. Automobile
 - 3. Health and accident
 - 4. Life
 - 5. Homeowner
 - 6. Social Security
 - 7. Workmen's compensation
 - 8. Unemployment insurance